



COMMERCIAL TENANT IMPROVEMENTS & ALTERATIONS

BUILDING PERMIT SUBMITTAL REQUIREMENTS

(NO CHANGE OF BUILDING SIZE & ALL PROJECTS EXCEPT ONE AND TWO FAMILY DWELLINGS)

Submit Building Permit application and Three (3) sets of plans including architectural, structural, electrical, plumbing and mechanical drawings. One set of plans requires original seal and signature of the responsible Texas licensed Architect or Engineer. Remaining sets may be copies of originals. If a license exempt designer prepares the plans, then the plans shall indicate reason for exemption. (i.e. does not affect structure or egress). Complete the City's **Asbestos Survey / Certification** form and provide a copy of a current Asbestos Survey or certification from a Texas licensed Architect or Engineer indicating the building and building materials do not contain asbestos.

Project shall be designed to meet the 2009 International Building, Plumbing, Mechanical, Fuel Gas, Energy Codes with City of Midland amendments, the 2008 National Electric Code with City of Midland amendments and the Texas Accessibility Standards. Projects with a construction value in excess of \$50,000 must have a TDLR **TAS Registration Number** at submittal. The following minimum information shall be included in the plans.

Architectural and Structural

- A. Key Plan identifying the location of the proposed work
- B. Use Group (required) with mixed use option (if applicable)
- C. Construction Type
- D. Total area of existing building and area of project
- E. Occupant load for all rooms or spaces.
- F. Use of all rooms and spaces on dimensioned floor plan
- G. Building elevations (if applicable)
- H. Fire suppression and fire alarm requirements, fire extinguisher size and location
- I. Sections with construction details for all proposed foundations, floors, columns, beams, walls, partitions, ceilings and roofs
- J. All fire rated assemblies with UL or other agency design number and locations and fire resistance ratings of all fire doors, fire shutters, fire windows and fire dampers
- K. Firestop systems/devices for all penetrations and joints of fire resistance rated assemblies
- L. Ceiling plan and material information
- M. Door, door hardware and window schedule
- N. Glazing information
- O. Exiting information including travel distance, exit signs and emergency lighting
- P. Stair and/or ramp details including guardrail and handrail details
- Q. Accessibility details including exterior and interior accessible routes, parking, use group requirements, features and facilities.
- R. Information pertinent to the structural design (live, dead, snow, wind, earthquake, concentrated, impact, combination, special loads, if applicable)

See other side for additional items

Architectural and Structural (Continued)

- S. Special Inspection Schedule (if applicable)

Electrical

- A. Power and Lighting Layout
- B. Service information and location
- C. Riser Diagram
- D. Load study

Plumbing

- A. Layout
- B. Underground plumbing and riser diagram including venting
- C. Water distribution diagram including all backflow prevention devices
- D. Fixture layout and information
- E. Gas meter location and piping layout.

Mechanical

- A. Duct layout
- B. Ventilation air requirements
- C. Equipment sizing
- D. Duct Detectors

If applicable:

- One copy of “COMcheck” compliance statements
- One copy of Project Manual
- One copy of Soils Report
- One copy of Asbestos Survey / Certification Form
- Two copies of Hazard Materials Inventory